

MADERA COUNTY
AGRICULTURAL AND STANDARDS TECHNICIAN

DEFINITION

Under supervision, performs a variety of non-professional tasks in support of agricultural and/or weights and measures activities within the Agricultural Commissioner's Office; and performs related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This class is responsible for providing support services to professional (licensed) staff in the agricultural and/or weights and measures functional areas of the Agricultural Commissioner's Office. Incumbents perform routine and repetitive tasks that do not require licensure by the California Department of Food and Agriculture, and generally work under the direction of professional staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Conducts pest detection surveys to locate, identify, and control targeted agricultural pests; drives to specific locations to place and service detection traps; assists in apiary inspections; assists in the collection and compilation of crop production data; verifies plant production, storage, or marketing of agricultural commodities, and may collect crop samples from production, processing, or storage sites; assist in the inspection of weighing and measuring devices within specific guidelines; assist in inspecting and testing packaged and bulked goods for proper weight, measure or count, and/or proper labeling; makes test purchases; maintains accurate field notes, calculations, and reports; and performs a variety of routine maintenance repair duties on equipment.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Local agricultural industry and practices.
Record keeping principles and practices.
Modern office methods and procedures.
Proper English usage, spelling, grammar, and punctuation.
Basic principles of arithmetic and physical science.
Basic entomology, botany, biology, and physical science.

Madera County
Agricultural and Standards Technician (Continued)

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Understand and apply applicable Federal, State, and local laws, codes, regulations, and policies related to agricultural and weights and measures.
To learn the operations and policies of the County's Agricultural Commissioner/Sealer of Weights and Measures' Office
Assist with the enforcement of agricultural and weights and measures laws, codes, and regulations.
Assist with field inspections and gathering of related information and data.
Develop and maintain accurate records and reports.
Learn and apply routine inspection and sampling procedures.
Understand and follow oral and written directions.
Read and follow maps.
Make accurate arithmetic computations.
Work independently.
Maintain accurate records.
Adapt to changing priorities and timelines.
Communicate clearly and concisely, both orally and in writing.
Establish, foster and maintain positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience performing agricultural production/weights and measures work or equivalent education or experience which demonstrates attainment of the required knowledge skills and abilities.

Special Requirements:

Essential duties require the following physical skills and work environment:

In addition to working in a standard office environment, requires the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, chemicals, and explosive materials, mechanical hazard's and electrical hazards; and ability to travel to different sites and locations.

Effective Date: May 2007